



DEPARTMENT OF THE AIR FORCE  
436<sup>th</sup> Mission Support Squadron (AMC)  
Dover Air Force Base, Delaware 19902-5520

23 September 2002

MEMORANDUM FOR ALL SUPERVISORS OF CIVILIAN EMPLOYEES

FROM: 436 MSS/DPC

SUBJECT: Supervisor's Notebook Letter # 48; Leave Without Pay (Replaces SNL # 7, 14 Oct 92)

1. Leave Without Pay (LWOP) is an authorized absence from duty in a temporary non-pay status. Similar to other forms of approved leave, LWOP must be requested by the employee; supervisory concurrence is a matter of administrative discretion. However, a few reasons for granting LWOP are mandated by law or regulation; examples of non-discretionary LWOP are:

- a. to cover an absence of a disabled veteran for medical treatment related to a service-connected disability;
- b. for a member of the Reserve or National Guard to perform military training and/or active duty;
- c. for proper requests under the Family and Medical Leave Act;
- d. to protect an employee's status and benefits pending a decision by the Office of Workers' Compensation Programs; and
- e. to avoid a break in service for a dependent employee who must relocate with his/her sponsor.

2. LWOP of more than 30 consecutive days is made a matter of record in the Civilian Personnel Data System. Requests for LWOP for more than 30 consecutive days are approved by the Civilian Personnel Officer via delegated appointment authority; see DAFB 1 to AFI 36-815, *Absence and Leave*, for guidelines. Requests of more than 30 consecutive days of LWOP must have the following:

- a. The employee's written request to the leave-approving supervisor that fully explains the need for LWOP
- b. If the leave-approving supervisor concurs with the request, he/she endorses and forwards the request to 436 MSS/DPCE right away; non-concurred requests are returned to the employee.
- c. A *Request for Personnel Action*, (electronic SF-52) must be forwarded to DPCE along with the written request. Please do this at least 10 days prior to the proposed effective date of the LWOP.

**NOTE:** If you believe that a request for LWOP will exceed 30 days, please initiate the process immediately. Don't wait 30 days into the LWOP period to initiate the paperwork. **These procedures do not apply for LWOP requests for military duty; refer to DAFB 1 to AFI 36-815 for guidance.**

3. As soon as an employee knows they'll need an extension of LWOP, he/she should provide the leave-approving supervisor a written request explaining the need for the leave. All LWOP extension requests must be IAW the procedures in paragraph 2 above whenever they follow a 30-days-plus LWOP, or if the total LWOP time would exceed 30 consecutive days. Please thoroughly review each request for LWOP. If a request or a regulatory application is unclear, contact the servicing Work Force Effectiveness Specialist at x4645 before processing further.

RICHARD P. COOK  
Civilian Personnel Officer